



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 1/7/2022

Director's Executive Assistant

JobID: 7448

Position Type:

Administrative Support/Clerical/Administrative Assistant

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Date Posted:

1/7/2022

Location:

KRESA/Service Center

Closing Date:

05/11/2022

Division:

KRESA - CTE

Position Type:

12-Month

Full Time

M-F 7:30am - 4:30pm

Responsibilities:

Assist with daily operations of the office and provide clerical support to director and program staff. Responsible for managing administrative functions, composing correspondence, generating reports and coordinating the efforts of support personnel. Facilitate communication with partner agencies, customers, students, parents and community members. Responsible for updating and maintaining required paperwork, reports and inventory. Conduct research and compile data for equipment, technology and office purchases. Maintain file storage systems. Process new hire applications, complete employment checks and compile required documentation. Other duties as assigned.

Qualifications:

High school diploma or general education degree (GED) with a minimum two to three years

related professional experience and/or training. Ability to efficiently use computer and applicable software with proficiency in Microsoft Office products. Must possess excellent customer service skills and ability to multi-task in a busy office environment. Must have outstanding written and verbal communication skills, exceptional follow-through, and ability to follow complex oral and written instructions. Excellent time and task management skills. Must have the ability to maintain confidential information/records and work well under pressure. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

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Preferred Skills:

Associate degree preferred. Knowledge of career and technical education programs and experience working with diverse populations. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents- Tom Zahrt & Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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